

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, August 29, 2017, 6:00 p.m.**

**Selectboard:** Rick Heh, Kurt Johnson and Pat Sabalis

**Town Staff:** Nate Sullivan and Brian Bigelow

**Public:** Ruth Miller (MMCTV), Brad Holden, EJ Blondin, Bob Lafont, Tyler Whitcomb, Liz Manz, Daniel Lee, Roland Burroughs, Allen Simard, Robin Simard, Brad Holden, Quinn Salinder, Jeff Moulton, Vicki Rathgeb, Christopher Nadeau, Karen McKnight, Peter Bennett, Todd Mackenzie, Matt Chapek,

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Rick Heh. Town Hall maintenance added to Old Business, Communication with Road Crew added to New Business, Lister Training added to new Business.

**6:03 p.m. Public Comment Period.** None.

**6:04 p.m. Bid openings: Poker Hill Road and Pleasant Valley Road.** Two bids were received for the Pleasant Valley Road Bo Mag project and three bids were received for repaving on Poker Hill Road. Consensus of Selectboard was to have Staff and Vice Chair compile bid information into a single matrix and Selectboard will address at a Special Meeting next week.

**Pleasant Valley Road Bo Mag**

FW Whitcomb: \$164,610.70 w/o Cold Planing  
Pike: \$200,964.80 with Cold Planing  
Pike: \$171,684.80 w/o Cold Planing

**Poker Hill Paving**

FW Whitcomb: \$118,973.80  
Pike: \$111,302.20  
J. Hutchins: \$111,163.00

**6:33 p.m. Executive Session.**

Chair moved that the Selectboard enter Executive Session to discuss the appointment, employment or evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Kurt Johnson seconded and the motion passed 3-0.

At 7:22 p.m. the Chair moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

As a result of Executive Session the Town will be posting a position vacancy on the Road Crew.

**7:23 p.m. Access Permit Applications.**

**William and Debbie Davis (PG051).** Brad Holden L.S. spoke to the application and revised drawing and P.E. Meg Armstrong's letter of August 28, 2017. Redesigned turnaround has been sent to UJFD Captain Harry Schoppmann/UJFD but no input received yet. As scaled off the drawing the legs of the 'Y' turnaround exceed the UJFD's requirements.

Rick Heh moved to approve the application subject to the five standard conditions and,

- Replace the existing culvert with a minimum 18"x30' culvert, additional length of the culvert to be determined in the field.
- Build driveway as depicted on B. Holden design drawings dated August 29, 2017 also incorporating the Meg Armstrong recommendation memo dated August 28, 2017.

Kurt Johnson seconded and the motion passed 3-0.

**Roland and Rachel Burroughs (BE048).** Application for Final Access Approval for new lot (BE050). Application is unchanged from the Preliminary Application approved January 31, 2017 with the exception of a reduced turnaround. Applicant Al Simard has proposed that with the minimal setback of 57' from Beartown Road and the proximity to the Kusserow Road intersection in the event of a fire the UJFD would not likely pull into the driveway. Redesigned turnaround has been sent to UJFD Captain Harry Schoppmann/UJFD but no input received yet. Town recommends that, while adequate, the sight distance to the west could be improved by limbing the previously identified trees.

Rick Heh moved to approve the application subject to the five standard conditions and,

- That the Fire Department approve the driveway and turnaround.

Kurt Johnson seconded and the motion passed 3-0.

**7:49 p.m. Chittenden Unit for Special Investigation (CUSI).** CUSI Executive Director Vicki Rathgeb and Burlington Police Department Sergeant/CUSI Investigator Christopher Nadeau spoke with the Selectboard about their mission and funding. Three year Intergovernmental Agreement provided by CUSI discussed. Current assessment for FY17-18 is \$5,633. Towns that do not provide law enforcement officers to CUSI have their financial contribution assessment based on their population.

Rick Heh moved to enter into the Intergovernmental Agreement with Chittenden Unit for Special Investigations 2017-2020. Kurt Johnson seconded and the motion passed 3-0.

## **8:06 p.m. New Business**

**Underhill Development Review Board (DRB) Vacancy:** Daniel Lee interviewed with the Selectboard for the DRB vacancy. In response to Selectboard inquiries Daniel Lee spoke to his interests, education and background.

Rick Heh moved to appoint Daniel Lee to the Underhill Development Review Board for a vacant term that expires March 2018. Kurt Johnson seconded and the motion passed 3-0.

**Harvest Market Traffic Control Request:** Steering Committee Liz Mann in attendance to provide follow up input from discussions with Steering Committee, Vermont State Police, VTrans personnel, Emergency Responders and municipal staff. Additional area for restricted parking was identified. In addition the Steering Committee requests that the Town provide funds for the purchase of 35 'No Parking' signs (\$245) and stakes (\$120). Harvest Market will erect and remove signs for Harvest Market on September 23 and 24 and will store signs when not in use. Town may use signs at different locations if needed. Selectboard reviewed draft resolution establishing Traffic Rules for the Annual Harvest Market which adds restricted parking hours on the west side of Route 15 Jericho Underhill town line to 419 VT Route 15) to the traditional closure of Park Street's North Fork and restricted



parking on the full length of the north side of Park Street and the south side of Park Street from the town Line to the telephone company lot (24 Park Street).

Rick Heh moved to sign the resolution as prepared. Kurt Johnson seconded and the motion passed 3-0.

Rick Meh moved the Town support the expenditures of \$365 for signs with funds from the Traffic Control Measures budget line. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved to authorize the Chair to sign the §1111 application to place 'No Parking' signs in the Route 15 right-of-way as prepared. Kurt Johnson seconded and the motion passed 3-0.

**Underhill Conservation Commission (UCC) Funding:** Karen McKnight, UCC Chair and Selectboard discussed the UCC funding requests. The five proposed 'Brook Signs' at bridges over the Browns River (2), Seymour River (1), Mill Brook (1) and Crane Brook (1) were discussed. Also discussed were the Crane Brook Conservation Area signs and concerns identified by area property owner Jeff Moulton. Concerns include parking, litter, dogs and signage. Additional signage to better identify the participating parcels discussed. Jeff Moulton provided photographs of signs in Williston as a potential template for providing useful information.

Rick Heh moved to approve the purchase and installation of Brook Signs as proposed by the Underhill Conservation Commission. Kurt Johnson seconded and the motion passed 3-0.

Consensus of the Selectboard was that additional study was needed regarding design and number of the other signs.

Consensus of the Selectboard was to move discussion of FY2019 Budget Schedule to end of meeting as residents are present for the next agenda item.

#### **8:50 p.m. Old Business.**

**LED Streetlight Conversion.** Todd Mackenzie and Matt Chapek in attendance to discuss the impact of the new light bulbs at the intersection of Krug Road and Pleasant Valley Road. Peter Bennett identified himself as a concerned resident and that he was not attending as Chair of the Underhill Energy Committee. Todd Mackenzie summarized his letter to Green Mountain Power and requested that lamps meet published standards. Staff to contact Efficiency Vermont to request a Certified Lighting Designer retroactively review the installations. Selectboard members to visit site after the meeting.

#### **9:17 p.m. New Business (continued).**

**Budget Planning Schedule.** The need to formalize and schedule the process discussed.

**Special Meeting.** Special meeting schedule needed. Staff to schedule a mid afternoon meeting on Wednesday or Thursday next week with potential agenda items of Paving Bids, FY18 Budget Process Schedule and Personnel Policy. Need to reschedule the November 7 Selectboard meeting due to a lack of a quorum discussed.

**Communications with Road Foreman discussed.** Road Foreman does not have email but does check his Town Hall inbox regularly. Town Administrator prints out Highway related emails for Road Foreman.

**Lister Training.** Request by Amanda Bosley to attend a two day training in Rutland and use the town credit card to pay for a room. Room and one round trip would cost \$181.03. Two round trips alone would cost \$165.85. Budget line amounts are available. Questions arose regarding training curriculum, cost and dates. Consensus of Board is the additional expense is minor and if immediate should be approved; otherwise discuss at next week's Special Meeting. General discussion ensued regarding personnel policy questions regarding per diem, pay for travel time.

**Town Hall Maintenance.** Chair to speak with Town Clerk regarding additional janitorial hours.

**9:48 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants.

Rick Heh moved to approve the minutes of the August 15, 2017 Regular Meeting of the Selectboard with corrections. Kurt Johnson seconded and the motion passed 3-0.

**9:52 p.m. Member Items, Correspondence, Announcements, Schedule.** Notice made of the next Regular Selectboard meeting being held on September 12, 2017

**Correspondence.** Selectboard acknowledge receipt of:

- Budget Status Report for Current Year (Pd; 2) dated 8/25/17.
- Copies of 2016 Brewer's Fest documentation provided to Scott Tower UHS in response to his questions from the August 15, 2017 Selectboard meeting.
- Letter from Randy Clark/UJFD requesting additional meetings with the Selectboard related to leasing land for a potential UJFD substation between Irish Settlement Road and New Road. Consensus of Board to schedule on an upcoming agenda.
- Selectboard reviewed and signed letter to Benjamin Butler and Tristan Butler denying their request to install culverts on the Class 4 portion of Downes Road.
- Selectboard reviewed and signed letter to David Demarest with the breakdown of municipal legal fees that he requested.

**10:02 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted 3-0 to adjourn and reconvene as the Liquor Control Board.

Selectboard considered the application for a Catering License application of the Skinny Pancake.

Rick Heh moved to approve the application for a catering license for The Skinny Pancake, doing business as Have Your Cake Catering to serve malt, vinous or spirituous liquors from 4:00PM to 11:00PM on September 3, 2017 at 165 Deane Road. Kurt Johnson seconded and the motion passed 3-0.

**10:06 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Liquor Control Board voted 3-0 to adjourn and reconvene as the Selectboard.

**10:07 p.m. Executive Session.**

In order to have discussion about Glebe lands and the Crockett tree cutting the Chair moved that the Selectboard find that premature general public knowledge of pending or probable civil litigation involving the Town would clearly place the Town at a substantial disadvantage. Kurt Johnson seconded and the motion passed 3-0.

Chair moved that the Selectboard enter Executive Session to discuss pending or probable civil litigation that the Town is a party to under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes. Kurt Johnson seconded and the motion passed 3-0.

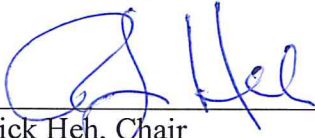
At 10:22 p.m. the Chair moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

No actions taken as a result of Executive Session.

**10:23 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard unanimously voted to adjourn. Individual members will observe the new street lights along Underhill Center.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

  
Rick Heh, Chair

9-12-17  
Date